

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	<u>Harrison College—Indianapolis Northwest</u>		
Name of Program	<u>Paralegal</u>		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AAS</u>		
Name of Person Preparing this Form	<u>Jeffrey Biltz</u>		
Telephone Number	<u>317-447-6063</u>	<u>Application Type</u>	
Date the Form was Prepared	<u>7/1/2015</u>	<u>Initial</u>	or Renewal
(Revise date after any revision)	Revised: 8/10/2015		

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to help prepare students for a career as a legal assistant or paralegal. Career opportunities may include employment by an individual or institution performing legal work for which a lawyer is ultimately responsible. Students seek to develop professional competence and the specialized skills necessary to effectively communicate and solve issues under the supervision of an attorney. The program prepares individuals to perform legal research, drafting and investigation, record-keeping and review and related administrative functions under the supervision of an attorney. This includes instruction in legal research, drafting discovery and other legal documents, courthouse procedures and legal specializations.

PROGRAM OBJECTIVES

Upon graduation, students will be able to:

1. Display the research, investigation and writing and communication skills necessary to draft legal documents under the supervision of an attorney.
2. Use critical thinking skills to assist a supervising attorney in identifying and resolving factual and legal issues.
3. Adhere to the legal ethics rules.
4. Conduct self in a professional manner while functioning as a member of the legal team.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Paralegal

Total Course Hours: 90 Check one: Quarter Hours X
 Semester Hours
 Clock Hours

Tuition : \$36,000 Length of Program: 24 Months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PL1000	Introduction to Law	4
PL1010	Legal Ethics	4
PL1050	Technology in the Law Office	4
PL1100	Legal Research and Writing I for Paralegals	4
PL1200	Interviewing and Investigating	4
PL1210	Civil Litigation	4
PL2100	Legal Research and Writing II for Paralegals	4
PL2200	Administrative Law	4
PL2210	Family Law	4
PL2220	Criminal Law and Procedure for Paralegals	4
PL2300	Contracts	4
PL2310	Real Estate	4
PL2350	Torts	4
PL2500	Paralegal Capstone	4
	Professional Elective	4
CPU2120	Word Processing	4
CPU1000	Computers and Office Automation	4

CD1000	Career Development	0
GS1000	Success Strategies	6
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
PSY1060 or SOC1050	Psychology or Sociology	4
MAT1500	Introductory Algebra	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty Courses: 74 / 90 Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 16 90 Percentage: 18%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Indianapolis Northwest

Location: Ground floor of the Indianapolis Northwest campus facing the main front desk.

All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

4. Other library facilities in close geographical proximity for student access:

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

IV. FACULTY: Indianapolis Northwest

Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	2	Full-time:	1	Part-time:	1
------------------------------------	---	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

[illegible]

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: **Harrison College**
Degree Program: **Paralegal, AAS**
Locations: **Indianapolis Northwest**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Graduates of this program may seek certification by the State to practice their profession in Indiana, however, it is not required. Certification may also be acquired through professional certification offered by the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA).

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program are prepared to take certification exams, such as those offered by the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA). These certifications can enhance career prospects with some employers. It is important to note that graduates of this program do not need national professional certification in order to obtain employment in the field, and such certification is viewed differently by each employers.

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify
Each specific professional certification: **Certified Paralegal (CP)**

The national organization issuing each certification: **National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA)**

Please explain the rationale for choosing each professional certification: **Introduction to the Law (PL1000) → Legal Ethics (PL1010) → Technology in the Law Office (PL1050) → Legal Research and Writing I for Paralegals (PL1100) → Interviewing and Investigation (PL1200) → Civil Litigation (PL1210) → Legal Research and Writing II for Paralegals (PL2100) → Administrative Law (PL2200) → Family Law (PL2210) → Criminal Law and Procedure for Paralegals (PL2220) → Contracts (PL2300) → Real Estate (PL2310) → Torts (PL2350) → Professional Elective (PL) → Paralegal Capstone (PL2500)**

Please identify the single course or a sequence of courses that lead to each professional certification?

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Harrison College actively reviews programs on a regular cycle for relevancy and content. The paralegal program is undergoing such a review, and as such, best operational practices and requisite content are being implemented. The program also receives input from faculty who are field practitioners and advisory committees composed of such.

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The following are examples of key concepts that incorporate professional industry standards and/or best practices:

- **Ethical Standards**
- **Research Methodology**
- **Document Construction**
- **Technical Proficiency**
- **Emerging Legal Principles**

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Standards and best practices emanate from the American Bar Association (ABA), National Association of Legal Assistants (NALA), and the National Federation of Paralegal Associations (NFPA).

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

No.

If so, please list the baccalaureate degree(s):

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Graduates of the program can pursue entry-level positions in the public and private sector and contribute to the advancement of the legal profession. Paralegals may not provide legal services directly to the public, except as provided by law.